



## LIBRARY COMMISSION MINUTES

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Meeting of Tuesday, October 2, 2001  
97 Hillview Avenue  
Los Altos, California 94022

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### **ROLE CALL:**

Chair Julie Iskow called the meeting to order at 5:35 p.m.

**Present:** Chairperson Iskow, Commissioners Busetti, Harrison-Brown, Lamparter, Takle Quinn and Thurber. Los Altos Community Librarian Cheryl Houts, County Librarian Representative Julie Farnsworth, and City of Los Altos Liaison Donna Bauer.

**Absent:** Commissioner Lopez

**Approval of Minutes:** Moved and seconded by Lamparter/Takle Quinn

September 4, 2001, minutes were approved with the following corrections:  
Report #2, Page 2 - Measure A will be replaced in "five" years.  
Ongoing business #2, Page 2 – f or change to for.

### **Public Comment:**

There was no public comment presented to the Commission.

### **Reports:**

#### **1. Cheryl Houts, Los Altos Community Librarian**

Cheryl provided an overview of positive survey comments related to the library atmosphere, clean bathrooms, and congenial and friendly staff. Customers supported increasing the video fines.

Cheryl announced that she would be meeting with the City of Los Altos Public Works Superintendent Brian McCarthy to discuss landscape maintenance issues related to the Library.

Cheryl reported that the library has received estimates to improve the existing heating and air system for the library. This also includes projecting future needs and additional capital expenses. It was recommended that Sergio review the quote.

The County recorders space has been rearranged. It was recommended that the partition panel and door panel be switched to gain more room and allow for a smoother transition in the space being utilized.

Cheryl reviewed the library activities scheduled for the next month.

Cheryl discussed the Civic Center Master Plan project related to the book drop and parking improvements. Commissioner Thurber explained that City Council modified the original project by replacing an attached book drop with a stand-alone book drop. This reduced the cost of the project from \$82,000 to \$32,000 and includes being scheduled for the current fiscal year. The discussion continued to include opposition to a stand-alone book drop. It was further recommended that a meeting be held between Cheryl, the City Liaison Donna Bauer and Commissioners Thurber and Busetti to review the project.

Commissioner Busetti shared his correspondence with the City of Los Altos Public Works Director Jim Porter regarding the compact parking issues. Commissioner Thurber added his concern regarding safety issues related to pedestrian walkways.

In Commissioner Lopez's absence, Cheryl announced promotional opportunities for the library at various community events such as the Business Expo in April, May Festival in May, Art and Wine Festival in July and Fall Festival in October.

Chairperson Iskow requested that Cheryl share her thoughts about how things were going at the library. Cheryl explained that the library was currently short in clerical staff. An enhanced self-checkout system will be installed in the spring. The Program Librarian Position is still open. Commissioner Takle Quinn feels that Cheryl is doing a great job!

## 2. **Julie Farnsworth, County Librarian Representative**

Susan Fuller is on vacation. Julie Farnsworth reported in her absence. Julie reported that a countywide letter was sent to library advocates from Jackie Spears explaining what the Bill would do for libraries. The Library JPA will be meeting to discuss a memorandum of understanding with the City of San Jose regarding the Alum Rock Building financial relief. San Jose represents 1.5 million of the state's seven million circulation statistics. There has been an increase in circulation and no increase in funding. Measure A will look at facilities and their maintenance. The library JPA will be establishing a sub-committee to review the measure.

3. **Mary Lou Ferguson, Friends of the Library**

The Friends of Library September 16<sup>th</sup> Book Sale earned \$16,000. Mary Lou reported that Jo Skinner reviewed the FY 00-01 financial records and found them to be correct and in excellent order.

**ONGOING BUSINESS**

1. **Operating Fund for Commission**

No Report

2. **Community Input Survey/Focus Groups**

Staff will meet and report back to the commission at a future meeting.

3. **Civic Center Master Plan: Parking, Traffic Flow, Lights**

Commissioner Busetti share his correspondence and discussions with the City of Los Altos Public Works Director Jim Porter. He further explained the difference between a compact and regular parking space was three feet. In discussing parking improvements and enforcement, Commissioner Lamparter recommended that staff review the ordinances established by the City of Palo Alto. Commissioner Harrison Brown made a motion to direct staff to draft a letter to City Council that compact spaces be eliminated and all of the spaces be reconfigured (repainted) as regular spaces. The motion was seconded by Commissioner Busetti and carried by majority vote.

It was further discussed that the parking spaces and signs be marked "Library Parking Only."

4. **Publicity for Library Activities**

Commissioner Takle Quinn provided information regarding one type of portable display system. The cost is \$2,000. The concept was discussed and deferred to a later date. It was suggested that such a system could represent library services including the endowment program, Friends of the Library and the Library Commission.

5. **Endowment**

Commissioner Takle Quinn announced that an IRS number has been acquired and that Vision 21/investment funds will now be transferred to the endowment account.

**PUBLIC COMMENT**

No public comment.

## **COMMISSION COMMENT**

It was recommended that the Los Altos Hills City Council be invited to the December Library Commission meeting.

It was also recommended that staff look into lighting for the directional library sign located north of the library, off of San Antonio Road.

## **FUTURE AGENDA ITEMS**

One-Minute Parking  
City Council and Library Commission study session

## **OTHER ITEMS**

## **ADJOURNMENT**

Meeting was adjourned at 6:25 p.m.

Respectfully submitted by  
Donna Bauer, City of Los Altos Recreation Supervisor  
Liaison to the Library Commission